

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Executive Secretary

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 8 hours per day, 12 months

JOB GOAL: Under general supervision, provides responsible clerical and technical support to district level administrators, requiring a high degree of awareness, tact, creativity, and initiative to carry out the functions of the assigned supervisor's department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCS D policies and administrative regulations.

1. Serves as primary resource person to assigned supervisor(s). Schedules and coordinates activities, maintains calendar and schedule of appointments, organizes materials for meetings and conferences, arranges for accommodations and amenities, and assists with communication and multiple projects.
2. Assists with day-to-day operations of assigned supervisor(s), establishes and maintains good rapport with leadership, the school community, general public, and fellow employees.
3. Performs assigned administrative duties including, but not limited to drafting memos and correspondence, compiling data, researching designated topics, completing reports, and following up on administrative assignments.
4. Monitors and coordinates written and verbal communications in the office for the attention of the assigned supervisor(s). Prepares agendas and backup material for assigned department's meetings.
5. Uses own initiative to conduct research, compile and analyze data from a variety of sources, and prepare reports of a diversified nature, relating to department matters, as well as district and state reporting.
6. Prepares and posts meeting agendas in accordance with Nevada Open Meeting Law, prepares minutes and backup materials, as needed.
7. Utilizes advanced computer software skills to prepare complex reports, charts, tables, and forms; maintains and provides statistical information, as directed.
8. Reviews materials for administrative approval for typographical/grammatical accuracy, proper formatting, conformance with procedures, internal consistency, and ensures proper approvals are obtained.
9. Frequent contact with public and/or district staff at all levels, which requires that information be obtained and relayed to visitors, based on their needs; refers to appropriate administrative staff, when necessary.
10. Treats sensitive and privileged information with the appropriate confidentiality and maintains confidential files.
11. Works extended hours to provide staff support at meetings and to meet deadlines.
12. Provides temporary back-up staff support to other positions within the District Office, when requested.
13. Performs other tasks related to area of responsibilities, as requested/assigned by Supervisor.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Working knowledge of Nye County School District Policies, Administrative Regulations, procedures, the school system and its operation, and Nevada Open Meeting Law.
2. Superior typing, dictation, online research, and calendaring skills.
3. Knowledge of general office procedures, business machines, computers, Google Suite, word processing and various software programs.
4. Demonstration of responsible decision-making and ability to research and organize complex records, confidential records, data processing/analysis, and performance of duties at a responsible level with minimal supervision.
5. Possess excellent written and oral communication skills, organizational skills, interpersonal skills, and analytical ability.
6. Ability to plan and organize work activities and to work under pressure, meet deadlines, and to exercise flexibility with new tasks as priorities change.
7. Ability to concentrate on accuracy of details, maintain detailed records, and apply established procedures to work activities.

8. Ability to assist district level administration with privileged information while maintaining the highest degree of confidentiality.
9. Demonstrated ability to cooperate with management, staff, school board members, outside agencies, and the public.
10. Familiar with and understands FERPA, HIPPA, and other confidentiality situations and guidelines in the educational setting.
11. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
12. Recognizes and reports hazards, conforms to safety standards as prescribed.
13. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
14. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Five (5) years practical experience in office procedures
3. Associate's or Bachelor's degree preferred

Licenses and Certifications:

1. Valid Nevada driver license

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy
3. Ability to pass NCS D District Level Secretarial Test

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office/library/classroom equipment, communicable diseases.

Working Conditions: Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.

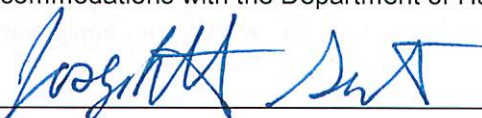
Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: _____



10/24/23

Superintendent

Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____